

ATTENDANCE LOG

The following individuals/companies and Government personnel participated

In a SITE VISIT for the project entitled
Project 583-13-160, Replace Trash Chutes

IFB VA251-15-B-0051

Date: 1-21-2015 at 10:00 at Richard L. Roudebush VA Medical Center

[illegible]

PRE-BID SITE VISIT AGENDA
1/21/2015 10:00 (local) at Indianapolis
Invitation for Bid
Trash Chutes Project 583-13-160

1. Attendees to fill out the sign-in sheet. Introductions of VA personnel present.
2. Contracting Officer Representative (COR) will review the following:
 - The Solicitation, plans, specifications have been issued via email. All amendments shall be acknowledged with proposal submission.
 - The magnitude of project 583-13-160 is between \$25,000 and \$100,000. The completion time for the project is 120 calendar days from receipt of the Notice to Proceed.
 - NAICS code 236220 applies. At least 25 percent of the cost of the contract performance incurred for personnel will be spent on the SDVOSB concern's employees or the employees of other eligible service-disabled veteran-owned small business concerns.
 - Offerors are advised that **all questions must be submitted in writing utilizing the RFI form included as an attachment to the Solicitation** to the Contract Specialist, email: diana.grube@va.gov. Only those questions that are clearly identified in the solicitation package will be answered at this meeting. Any information provided by the VA during the pre-offer meeting and site visit in response to questions and clarifications is unofficial until it has been approved and provided in writing by the Contracting Officer. RFIs will be answered via an Amendment issued via email. **RFIs are due no later than January 26, 2015 by 4:00 Local time.**
 - FAR clause 52.229-3 applies. The contract price shall include all applicable Federal, State, and local taxes and duties.
 - See Proposal Form of the Request for Proposal regarding bonding information.
 - The solicitation is Request for Proposal. As such, offer should be submitted via email that is clearly identified with the Project Number, and Project title. **Also note the Offer Schedule on the Proposal Form.**
 - Proposals are due **Wednesday, February 18, 2015 at 1:00 pm**, local time Indianapolis, IN. All proposals must be received by the Contracting Office no later than that time.
 - Safety measures are always a part of Government contracts. Be sure to be familiar with not only all federal safety requirements but also safety requirements to this particular facility. 10 hour OSHA training certificates for all onsite employees and 30 hour training certificates for superintendents (or evidence of equivalent training) will need to be provided to COR prior to commencement of work. The job superintendent/OSHA certified competent person shall be on site at all times when work is being done.
 - The Davis-Bacon Act is applicable to the resulting contract, a wage determination is included as an attachment to the Solicitation and may be updated by Amendment. WDIN150002 01/02/15
 - The Buy American Act applies to the resulting contract. Reference FAR 52.225-9 and -10 and VAAR 852.236-89
 - The purpose of the site visit is for bidders to ascertain the nature and locations of the work and the conditions affecting the work or its cost.
3. COR will discuss the following as needed:
 - Scope of work on the project

- Reference drawings
- VA specifications
- Parking/Storage during construction

4. Site visit to follow, sign-in sheet is attached.

5. Questions from attendees:

1	None
2	
3	
4	
5	

The above items were stated to the attendees of the site visit.

Signed by Contract Specialist *Diana K. Grube*

Printed Name *Diana K. Grube*

Cc: Solicitation file, COR

Attachments (1)